



**BOARD OF SELECTMEN**  
**TOWN OF TEWKSBURY**  
TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

BRUCE PANILAITIS, PH.D., CHAIRMAN  
MARK S. KRATMAN, VICE CHAIRMAN  
ANNE MARIE STRONACH, CLERK  
DAVID H. GAY  
TODD R. JOHNSON

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**MEETING MINUTES**  
**APRIL 5, 2016**

Mr. Johnson opened the meeting for regular session at 7:00 p.m. Present for the Board of Selectmen were Todd Johnson; Bruce Panilaitis; Mark Kratman, David Gay and Anne Marie Stronach. Also present was Richard Montuori and Charles Zaroulis.

**Reorganization**

Mr. Johnson called for nominations to the office of CHAIR.

Mr. Johnson made the motion to nominate Mr. Bruce Panilaitis for the office of CHAIR to the Board of Selectmen; seconded by Mr. Gay.

No other nominations were made and there were no objections.

Mr. Gay made the motion to close nominations for the office of CHAIR; seconded by Mr. Johnson.

Seeing as there were no other nominations for the position of CHAIR, Mr. Johnson declared the position as nominated to be a unanimous vote. He congratulated Mr. Panilaitis on his new appointment and extended his gratitude for opportunity to serve as Chair. The meeting was turned over to Mr. Panilaitis as Chair of the Board of Selectmen.

Mr. Panilaitis called for nominations to the office of VICE CHAIR.

Mr. Gay made the motion to nominate Mr. Mark Kratman for the office of VICE CHAIR to the Board of Selectmen; seconded by Mrs. Stronach.

No other nominations were made and there were no objections.

Mrs. Stronach made the motion to close nominations for the office of VICE CHAIR; seconded by Mr. Gay.

Seeing as there were no further nominations, Mr. Kratman was confirmed as VICE CHAIR of the Board of Selectmen.

Mr. Panilaitis called for nominations to the office of CLERK

Mr. Johnson made the motion to nominate Mrs. Anne Marie Stronach for the office of CLERK to the Board of Selectmen; seconded by Mr. Gay.

No other nominations were made and there were no objections.

Mr. Gay made the motion to close nominations for the office of CLERK; seconded by Mr. Panilaitis.

Seeing as there were no further nominations for the office of CLERK, Mrs. Stronach was confirmed as CLERK of the Board of Selectmen.

### **Town Center Master Plan Committee Presentation**

Mr. Jonathan Ciampa, Vice Chair of the Tewksbury Town Center Master Plan Committee presented. Also present for the committee were Stephen Johnson, Jackie Stone, Brian Charron and Bruce Panilaitis.

Mr. Ciampa gave the timeline for the project:

- **September 2013** - The Board of Selectmen formed the Town Center Master Plan Committee
- **October 2014 Special Town Meeting** - Funds were set aside at the to hire a consultant to complete the Town Center Master Plan
- **Spring of 2015** - The Town entered an agreement with The Cecil Group to assist the Town Center Master Plan Committee with the generation of the Town Center Master Plan.
- **September 15, 2015** - Public Visioning Meeting was held at the Senior Center, attended by more than 80 residents
- **November 12, 2015** – The Town Center Master Plan Committee and Cecil Group presented the Draft Plan to residents
- **January, 2016** – The Town Center Master Plan Committee reviewed the Final Master Plan with Cecil and requested specific updates to the document
- **March 2016** – The Town Center Master Plan Committee reviewed the Final Master Plan with Cecil and voted to accept the Plan as presented

The Committee together decided on the boundary area for the town center. The Committee also held a resident input session. Many of common ideas were produced from this input session such as:

- Improved Parking, Traffic Flow and Safety
  - Improved Walkways and Sidewalks
  - Pedestrian and Bicycle Connectivity and Infrastructure
- Additional Open / Green Space
  - Outdoor Space for Small Events, Carnivals, Movies, and Festivals
  - Children's Park or Garden
  - Holiday Celebrations and Lights
- Beautification
  - Streetscape & Landscaping Improvements
  - Improved Architecture
  - Designated Gateways
  - Historic and Decorative Lighting
  - Decorative Banners and Flags
- Specialty Food Stores, Retail, and Restaurants (Café, Wine Bar, Ice Cream Shop, Bakery, etc.)

Overall, residents want a small, historic, walkable, well-designed and welcoming town feel in the center. Mr. Ciampa noted the concept is to have a green area but continue to have a very automobile-centric layout with improved roadways and a pedestrian friendly environment. Considerations for these improvements were listed in the presentation. Noteworthy points were made for shrinking traffic lanes to

help with traffic speed and increase pedestrian safety; HAWK signals in crosswalks, and decorative paving to increase visibility of crosswalks.

It was recommended that the town adopt Wayfinding signage; which is a signage program that creates a Tewksbury Center Village identity. Examples of different plans were presented.

Much of the town center development will depend on whether the Center Fires Station stays in its current location or if it is moved.

The committee is recommended a phased approach for the center.

**Near Term (<2 years)**

- Transition Town Center Master Plan Committee to an Implementation Committee
- Gateway Improvements
- Common Landscaping Improvements
- Decision on Location of Fire Station
- Create design guidelines and standards for redevelopment; review and update zoning

**Mid Term (2-5 years)**

- Streetscape Improvements (MassDOT Dependent)
- Town Common expansion and redevelopment opportunity
- Construction/Relocation of Fire Station

**Long Term (5+ years)**

- Expand Redevelopment & Economic Development Opportunities
- Expand the “Center Aesthetic” down Main Street
- Links to Rail Trail

The Chair opened meeting to questions from the Board. Mr. Gay asked if the committee had inquired about properties to sell to the town to expand the town center area. Mr. Ciampa responded that Cecil has inquired about but there are not properties of interest at the moment.

Mrs. Stronach asked about state owned property, and the response was that Cecil Group has been in contact with MassDOT and NMCOG regarding this. They are waiting for the town to take the first step proposing how the property will be developed before pursuing any options.

Mr. Ciampa commented to the Selectmen that the Town Center Master Plan Committee is mostly interested in researching low cost items that would make in immediate impact to the community.

Mr. Kratman stated that is very impressed by the input from the residents. He also liked the focus of the committee to keep the purpose of the center to bring people together and make it safe.

Mr. Johnson requested a summary of the number of hours the committee has spent on the project. Mr. Ciampa and his fellow committee members estimated that of the 7 committee members each had spent about 100 hours per member for a total of 700 hours to date.

The committee was satisfied with the resident involvement so far as they had 80 residents come to the visioning session. Cecil group did feel this was a good turnout as well.

Goals for next few months

1. Further exploration of what properties are available to purchase
2. Need to understand what will happen with the fire station

The Town Center Master Plan Committee has no plans to meet with other boards but will go and present if requested.

The Selectmen acknowledged the tremendous amount of work by the committee and encouraged residents to continue to visit the Facebook page.

Mr. Panilaitis added a commitment from the Town Center Master Plan Committee to expand the economic development in the town center, and personally thanked his fellow committee members for their efforts.

### **Residents**

The Chair called for residents to come before the Selectmen. There were no residents in the audience who came forward to speak on any topics.

### **New Business**

#### **School Department—Statement of Interest**

The Chair read the motions into the record as required.

#### **North Street School, 133 North Street, Tewksbury, Massachusetts**

**Resolved:** Having convened in an open meeting on April 5, 2016, prior to the closing date, the **Board of Selectmen of Tewksbury**, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 1, 2016 for the North Street School located at 133 North Street, Tewksbury, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for **(Priority #7)** replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; built in 1952, the North Street School infrastructure systems are original to the building, with inadequate heating and ventilation systems, insufficient electrical services, un-insulated exterior envelope, no fire protection sprinkler systems, undersized classrooms, and the 1975 modular addition appears to be inadequate for current educational purposes; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building authority, or commits the Town of Tewksbury to filing an application for funding with the Massachusetts School Building Authority.

#### **Loella F. Dewing School, 1469 Andover Street, Tewksbury, Massachusetts**

**Resolved:** Having convened in an open meeting on April 5, 2016, prior to the closing date, the Board of Selectmen of Tewksbury, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 1, 2016 for the Loella F. Dewing School located at 1469 Andover Street, Tewksbury, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for

which an application may be submitted to the Massachusetts School Building Authority in the future for **(Priority #5)** replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems to increase energy conservation and decrease energy related costs in a school facility; built in 1968, the Loella F. Dewing School infrastructure systems are original to the building, with inadequate heating and ventilation systems, insufficient electrical services, no fire protection sprinkler systems, undersized classrooms, the main corridor of the school is three (3) feet lower than the entry level vestibule, two classroom wings were built at lower levels, and the ramps which connect the classrooms exceed the allowable slope limits for accessibility; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building authority, or commits the Town of Tewksbury to filing an application for funding with the Massachusetts School Building Authority.

**1. Approval to Submit a Statement of Interest for the Loella F. Dewing School:**

Mrs. Stronach moved the Board of Selectmen submit a Statement of Interest for the Loella F. Dewing School based on Priority 5, seconded by Mr. Gay and on a roll call vote Mr. Johnson, Mr. Gay, Mrs. Stronach and Mr. Kratman and Mr. Panilaitis all vote in favor for a unanimous vote.

**2. Approval to Submit a Statement of Interest for the North Street School:**

Mrs. Stronach moved the Board of Selectmen submit a Statement of Interest for the North Street School based on Priority 7, seconded by Mr. Gay and on a roll call vote Mr. Johnson, Mr. Gay, Mrs. Stronach and Mr. Kratman and Mr. Panilaitis all vote in favor for a unanimous vote.

**3. Priority School Vote:**

Mr. Gay moved the Board of Selectmen to identify the Loella F. Dewing School as the priority school for Tewksbury Public Schools, seconded by Mr. Kratman and on a roll call vote Mr. Johnson, Mr. Gay, Mrs. Stronach and Mr. Kratman and Mr. Panilaitis all vote in favor for a unanimous vote.

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**Todd J. Johnson, Chairman**  
**Tewksbury Board of Selectmen**

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**Date**

The votes were signed and executed on April 5, 2016.

The Board has done this in the past and these nominations are reviewed by Massachusetts School Building Association to get the buildings in the cue for funding. The town's major intent is still the same; and the school superintendent feels this is a good opportunity for Tewksbury.

**Town Manager**

Mr. Montuori reported that the Town will receive \$916,494 in Chapter 90 funds to be used in FY17; that is \$2,000 less than last year. Funds will be used for drainage and preventive maintenance of roads such as cracked ceiling of roads, reconstruction of roads, and engineering. Capital plan was presented to the Selectmen last meeting and the plan for roads will be completed accordingly. Next year Mr. Montuori is proposing for Road Preventative Maintenance:

Crack sealing	Various locations	\$50,000
Reconstruction/Resurface Grind and Overlay	Various locations	\$500,000
Engineer Roadway and Intersection	East St and East X Maple	\$40,000
	South St /SalemSt/Main St	\$75,000
CB/Manhole adjustment and repair	Various locations	\$50,000
Drainage Construction	South St at Bridge St	\$79,675
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HazMit Construction	Shawsheen at Heath Brook	\$94,500
Headwall Repair	Upper Pinnacle St	\$125,000
Culvert Replacement	31 Shawsheen St New Stream Crossing	\$100,000
Culvert/Bridge structure repair	Bridge St bridge repairs & Culvert maintenance	\$150,000
Trull Brook Culvert Improvement	Engineering Services	\$10,000
Bayberry Culvert Replacement	Engineering Services	\$50,000
Veranda St drainage Design	Engineering Services	\$25,000

Also noted is the town will receive \$20,897.69 from the Massachusetts Sewer Rate Relief Fund, and we are highest recipient of these funds. The Commonwealth has cut this program the last couple years, but this year brought is back and has \$1.1M to disburse.

Lastly the Finance Committee meets this week to discuss the capital improvement plan, water and sewer rates, and the Superintendant of Shawsheen Tech.

### **Outstanding Minutes: March 8, 2016 (regular session) and March 17, 2016 (regular & executive session)**

**MOTION:** Mr. Kratman made the motion to approve the minutes for March 8, 2016 (regular session) and March 17, 2016 (regular & executive session) as presented; seconded by Mr. Gay and the motion carried 4-0-1 with Mrs. Stronach not voting.

### **Board Member Reports**

#### **Anne Marie Stronach**

- No report tonight but thanked all who voted for her and gave her this opportunity to serve.

#### **Mark Kratman**

- Beautification Committee will meet next Monday at 7:00 p.m., the public is welcome to join at the Selectmen's meeting room
- Town Clean Up date scheduled for Saturday, May 15 from 9 to 2 p.m.; so sign-up email [Clean-upTewksbury@gmail.com](mailto:Clean-upTewksbury@gmail.com)

#### **David Gay**

- Public Events Committee met tonight they would like to expand the committee; he requested this topic for next agenda
- Back to the 80's Event will Saturday night April 22nd at the Elks Club tickets are \$15/pp and \$125 for table of 10
- Noted the Chair is the default representative for LRTA; Mr. Gay has been the designee in the past and would be interested in continuing; Mr. Panilaitis would like Mr. Gay to continue this role.

**Todd Johnson**

- Last Mr. Kratman, Mr. Johnson, Mr. Montuori and Mr. Sadwick attended and represented the community in the signing of the Community Compact Agreement; nine communities were part of the Middlesex 3 coalition. Tewksbury has developed its own community compact goals independent of the Middlesex 3. The Lieutenant Governor was present and executed the agreement. There will be over \$100,000 in funding for transportation based projects along the Route 3 Corridor; and will hope for residents to benefit from some of these jobs. Tewksbury is 1 of 165 communities who have executed compact agreements
- Board members spent time on Beacon Hill and met with the Secretary of Public Safety regarding a regional communication center; and the approval process. Took away from meeting that there are open minds of the needs of the proposed regional center for the towns Dracut and Tewksbury. There will be continued discussion and more information coming on this item—it was a positive meeting.

**Bruce Panilaitis**

- Economic Development Committee meeting will be held on April 13<sup>th</sup> at the Town Hall—needs to be posted
- April 14<sup>th</sup> at Andover High School, 7:00 p.m., DPU hearing re: Kinder Morgan Pipeline and their request to have access to properties for surveys, even if residents have told them no; encouraged residents to attend
- Thank colleagues for voting to seat and Mr. Johnson for his leadership

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The next regular scheduled Selectmen's meeting will be held on April 26, 2016 at 7:00 p.m.

***Adjournment***

**MOTION:** Mr. Gay made the motion to adjourn; Mr. Kratman seconded, and the motion was unanimous at 8:19 p.m.

*Approved by the Board of Selectmen on May 17, 2016*